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18 April 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Operations Familiarization Courses (OFC) Tailor-Made for TSD

The second of three special OFCs for TSD personnel is now in progress. This requirement was generated by TSD's desire to have about thirty people take OFC training prior to their departure for overseas duty this summer. The OFC at [REDACTED] could not accommodate the whole group. Although at first reluctant to switch from [REDACTED] to a Headquarters-run course, after the first running TSD was apparently convinced that the course, tailored to their needs, was highly successful and meaningful. TSD has already asked for another type of special course for their personnel alone. Coupled with a recent request from EUR Division for some advanced specialized courses (see Weekly dated 11 April 1968), these requirements represent somewhat of a new trend away from basic programs designed for the entire CS. We have not yet made any firm long-range commitments.

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2. Cancellation of [REDACTED] Operations Course

Because of an unusually heavy turnover of personnel in FE [REDACTED] Operations during May, it will not be feasible to run the [REDACTED] Operations

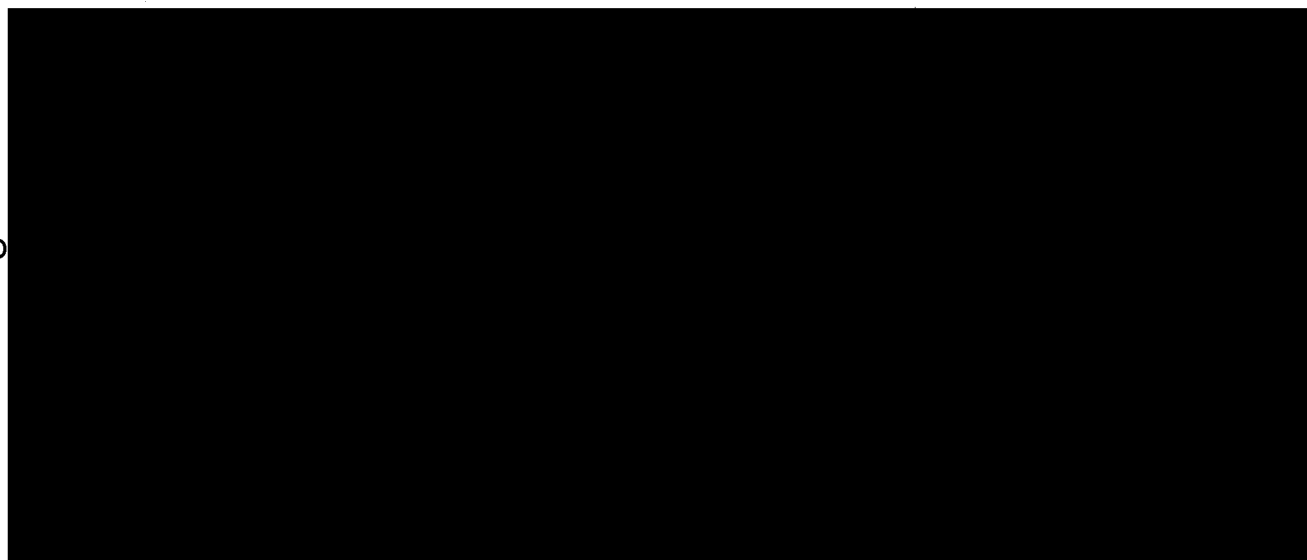
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Excluded from automatic
downgrading and
declassification

scheduled running should be dropped. The next [REDACTED] Ops Course is not 25X1A14a
 slated to be run until September.



4. OTR Sponsors Training Officers' Orientation

An OTR-sponsored Training Officers' Orientation was held on 8 and 9 April and a Training Assistants' Orientation on 11 April. While the primary purpose was to indoctrinate newly-assigned personnel, we also recruited fairly strongly for older hands who needed updating. Twenty-seven Training Officers attended and twenty-four Training Assistants. Feedback indicates that it was well-accepted and served OTR purposes well.

25X1A6a 5. [REDACTED] Gets New Communications Gear

New cryptographic equipment has been installed at the [REDACTED] and the 25X1A6a
 telephone company has modified the existing TWX equipment. The [REDACTED] 25X1A
 now has the capability to communicate with [REDACTED] and Headquarters. 25X1A6a

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6. Popularity of Advanced Management (Planning) Course

25X9A2 The DD/P has expressed a high degree of interest in the Advanced Management (Planning) Course to the extent of requesting that it be given to all of the supervisory personnel in the Clandestine Services, that is, roughly [REDACTED] officers in positions of Branch or Deputy Branch Chief and higher, plus planning officers within Divisions and Staffs; and, further, to career trainees destined for duty in the Clandestine Services.

Accordingly, the Chief, CTP is studying the details of including an AMP week in the training of CS and Support CTs, and the AMP will be offered on a monthly basis in calendar year 1969 in order to accommodate the heavy input of CS supervisors and planning officers as well as officers with similar responsibilities in the other Directorates. Consideration is also being given to include the AMP in the Midcareer Executive Development Course.

7. Non-Agency Briefings

During this reporting period, the following non-Agency briefings were conducted:

At Fort Holabird to 140 students in the Advanced Intelligence Course, on the Mission, Functions, and Organization of CIA.

In the USIB Conference Room, to 40 members of the DIS Advanced Intelligence Class on "The Intelligence Process."

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apparently on alert status for duty elsewhere.

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for John Richardson
Director of Training

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